

Pvt Bruno Phillip Veterans of Foreign Wars Post 688
Financial Reimbursement Policy
Approved by Post vote 13 February 2024

Pvt Bruno Phillip Veterans of Foreign Wars Post 688 will consider all requests for reimbursement for authorized expenses incurred in the performance of official business on behalf of Post 688. Members should always remember that Post 688 does not have limitless financial resources, and part of volunteering to be a Post officer or assisting with Post events involves the donation of not only the Member's time, but also small, out-of-pocket expenses associated with those duties. If you can afford to absorb the expense, please do so, and be proud of your donation. The lower our expense reimbursements, the more funds we have available to assist needy Veterans in the greater Kendall County area, fund our required expenses, and potentially fund a new Post Home.

To the greatest extent possible, requests for reimbursement will be considered and voted upon by Post membership prior to expenditure of funds. When approval is not requested in advance, the individual risks not being reimbursed.

Authorized expenses may include:

- Supplies necessary for Post 688 programs and operations.
- Services performed in support of Post 688 programs and operations.
- Travel related expenses.

Procedures

1. Post members and Officers will request approval of any expenditure of funds for which they intend to request reimbursement. This approval request will be submitted to the Quartermaster as soon as possible so that it can be presented at a business meeting prior to the requirement. For example, if purchase of supplies is necessary for an event in early February, a motion to approve the expenditure of funds on that purchase should be made and a vote taken during the January Post 688 business meeting.
2. For those requirements that arise, and expenditure of funds is necessary without having Post approval, a request for reimbursement will be provided to the Quartermaster who will make a motion to approve the funds at the next regularly scheduled Post 688 business meeting. The requester must provide an explanation as to why prior approval was not acquired.
3. Approval of reimbursement or expenditure of funds will be by majority vote of the Post 688 members present at the business meeting. The meeting minutes will reflect the approval or disapproval of the request.
4. The Post member requesting reimbursement must submit to the Quartermaster all receipts documenting the expenses.
5. If approved, the Quartermaster will provide reimbursement via check.

6. Post 688 members are highly encouraged to fund travel with personal funds.

Limitations

1. Approved expenses for supplies, materials, and services will be reimbursed at 100% of the costs incurred.
2. Travel reimbursement will only be provided for the State Officer Training Seminar. Reimbursement will not be provided for events such as the Texas State VFW Convention, National VFW Convention, etc., except in extraordinary circumstances. These circumstances may include such things as a Post 688 member or the Post itself receiving an award, the Post having a State or National winner for Patriots Pen, Voice of Democracy, etc.
3. Justification for travel must be provided when brought up for vote during the Post business meeting.
4. Members should attempt to self -fund their travel to the greatest extent possible. If reimbursement is required, members should only request the amount that is necessary to avoid financial hardship. Reimbursable travel expenses are:
 - a. Travel by plane – Reimbursement limited to the basic economy fare.
 - b. Travel by vehicle –reimbursement of exact fuel expenses. Receipts are required.
 - c. Lodging – Reimbursement limited to the single standard room rate (plus tax). Lodging will only be reimbursed for the time necessary to conduct Post 688 business.
 - d. Registration fees associated with the travel purpose.
 - e. No reimbursement will be provided for meals, receptions, or social events unless previously approved by a Post vote.

This policy will be reviewed at least annually. Any modification or deviation from this policy requires a majority vote of the Post members.